

IC MEMORANDUM 09-27



TO: KEHP Insurance Coordinators

FROM: Department of Employee Insurance (DEI)

RE: Extension of Open Enrollment

DATE: October 25, 2009

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: www.kehp.ky.gov

A DECISION HAS BEEN MADE TO EXTEND OPEN ENROLLMENT FOR THE 2010 PLAN YEAR UNTIL MIDNIGHT ON FRIDAY, OCTOBER 30. Employees who do not enroll by the final deadline will automatically be defaulted to a waiver with **no** Health Reimbursement Account ("HRA") and **no** health insurance benefit.

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PLEASE NOTIFY EACH "UNENROLLED" EMPLOYEE IN YOUR ORGANIZATION OF THE EXTENDED OPEN ENROLLMENT PERIOD. A list of all unenrolled employees may be found in the Web Enrollment System, "Your KEHP Online Access," under the heading "Company Statistics." Instructions on how to access your organization's Company Statistics are included on the second page of this Memorandum.

To enroll online, employees should go to "Your KEHP Online Access" at www.kehp.ky.gov. **EMPLOYEES WHO ENROLL AFTER OCTOBER 25 CANNOT BE GUARANTEED RECEIPT OF AN IDENTIFICATION CARD BY THE FIRST OF THE YEAR.**

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HEALTH PLAN

During Extended Open Enrollment, employees will be able to enroll online at any time of day or night. Customer Service hours for the Extended Open Enrollment will remain 8:00 a.m. to 8:00 p.m., Monday through Friday.

Assistance with Employee ID Numbers and Passwords will continue to be available from the Commonwealth Office of Technology at the following telephone numbers:

KEHP ID Number / Password Hotline:
Commonwealth Office of Technology
1-877-741-7017 (Outside Frankfort)
564-3116 (Inside Frankfort)

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PLEASE NOTE: the "clean-up period" for Insurance Coordinators to enter applications online has NOT changed. The clean-up period is still scheduled to run from Monday, October 26 through Friday, November 6.



INSTRUCTIONS ON HOW TO LOCATE THE NAMES OF UNENROLLED EMPLOYEES IN YOUR ORGANIZATION'S COMPANY STATISTICS

For a list of employees who still need to enroll online, look in the Web Enrollment system, "Your KEHP Online Access" under "**Company Statistics**". Once you log in, follow the instructions below:

- 1) Select "Continue" at the bottom of the "Welcome Page".
- 2) Select "Company Statistics".
- 3) Select the "2010 Plan Year" and your agency and select "Continue".
- 4) Select the "+" sign.
- 5) Select the "+" sign next to "Plans".
- 6) Select the "+" sign next to "Other".
- 7) Select "Waiver" to view all "Unedited" waivers.

We encourage you to contact each "unedited waiver" (each unenrolled employee) to remind him or her to enroll before the end of the Extended Open Enrollment period.

Please **DO NOT** send the list of unedited waivers to other individuals inside or outside your organization. Remember: the list of unedited waivers includes names, social security numbers and other Personal Health Information (PHI) relating to unenrolled employees. Without a written release, **IT IS A HIPAA VIOLATION TO SHARE ONE INDIVIDUAL'S PERSONAL HEALTH INFORMATION WITH ANOTHER INDIVIDUAL.**

HEALTH PLAN